



# #YALILEARNS Event Planning Toolkit

We want to help make your **#YALILearns** event a success—and if you follow the included steps, it will be! This step-by-step event planning guide explains the process for conducting a #YALILearns event:

- 1 **Take a Course**
- 2 **Plan Your Event**
- 3 **Conduct Your Event**
- 4 **Report Back**

#YALILearns also provides a number of resources that can help as you plan your event. The YALI Network does not provide support or materials for events, but you can use these materials or have them printed at your own cost.

- **Event facilitation guide:** Sample agendas, sample icebreakers and activities, and event content notes can help you plan and conduct your event. This content is tailored for individual YALI Network Courses in the “Focus On” series.
- **Discussion guides:** Print out the relevant discussion guides that accompany each lesson that you will want to use at your event.
- **Designs for promotional materials:** Promotional materials such as t-shirts can be a great way to reward participation in your event while also raising awareness of the cause to a larger audience.

If you have any questions as you plan your event, don’t hesitate to reach out to your YALI Network peers through the YALI Network face2face Facebook group: [facebook.com/groups/yalinetwork/](https://facebook.com/groups/yalinetwork/).

# Organizing a #YALILearns Event

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## 1. Take a Course

- ☐ Take the YALI Network Online Course of interest to you.
- ☐ Pass the online quiz and receive your certificate for completing the course.

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## 2. Plan Your Event

- ☐ Watch the *Designing and Delivering Training* lesson (available at [yali.state.gov/courses/workforce-collab-2/](http://yali.state.gov/courses/workforce-collab-2/)) for information on planning a training event.
- ☐ **Identify your audience.** Do they live and/or work in your community? Are they already actively involved in the topic you will be discussing or are they new to it? These are the kinds of questions that can help you focus your event.
- ☐ **Develop an agenda.** Identify which course lesson(s) you would like to teach and how long the event should be. In addition to the lesson(s), fill in the time with discussions and activities. Be sure to customize your event agenda to fit your audience's needs and interests, as well as the time available. If you want to teach several lessons but can't plan a long event, perhaps you can plan multiple sessions.
- ☐ **Plan the logistics of your event.**
  - Find a location to host your event. Community centers, schools and American Spaces are great places to start. If these venues are not available, consider holding the event at your home or in a local park.
  - Decide how many people you will invite to the event.
  - Pick a date and time that works for you and your location. Keep in mind your target audience's work or school schedules if applicable.
- ☐ **Decide how you will present the course.** You have four options:
  - Stream the videos (available at [yali.state.gov/courses/](http://yali.state.gov/courses/)),
  - Download the videos (available at [yali.state.gov/courses/downloads/](http://yali.state.gov/courses/downloads/)),
  - Play the audio (available at [yali.state.gov/courses/downloads/](http://yali.state.gov/courses/downloads/)) or
  - Print and distribute the written transcripts (available at [yali.state.gov/downloads/](http://yali.state.gov/downloads/)).
- ☐ **Promote your event**
  - Create an event on YALI Network face2face: [facebook.com/groups/yalinetwork/events/](https://facebook.com/groups/yalinetwork/events/). Invite friends through your event invitation, and consider adding a post to the YALI Network face2face newsfeed.
  - Send an email, WhatsApp message or SMS to friends, family and others in your network inviting them to your #YALILearns event.
  - Be sure to provide all the relevant details (topic, date, location, etc.).
- ☐ To prepare for your event, **review the** discussion guides for the individual lessons that are linked under the Resources tab within the online course(s).

- ☐ **Download the course PowerPoint (if available) and review the content** to make sure it aligns with the lessons you are teaching.
- ☐ **Practice your presentation.** If possible, use the same space and computer you plan to use for your event so you are comfortable with the audio, video projection and space. This is also a great way to time your event, making sure you hit all of the major points without spending too much time on one topic or section.
- ☐ Please remember that all #YALILearns events are organized on the basis of educating your community with shared YALI Network resources. **You should never charge a fee for a YALI Network event.**

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### 3. Conduct Your Event

- ☐ Introduce the topic and present your chosen YALI Network Online Course.
- ☐ Lead a review of each lesson and solicit questions and comments from the audience.
- ☐ Be sure to create an inclusive environment that allows for positive, constructive conversation.
- ☐ You can do so with some of the following techniques:
  - Have participants introduce themselves.
  - Share your own views and experiences with the group.
  - Be clear about expectations of respect and consideration from the beginning.
  - Encourage participants to share and challenge their own views by asking questions.
- ☐ Use the lesson Discussion Guide (available under the Resources tab for each YALI Network Online Course lesson) to facilitate a group conversation on the topic.
  - The Learning Objectives are a good way to clarify terms.
  - The Discussion Questions are a useful resource for questions to ask the group to start dialogue.
  - The Developmental Actions will assist in putting the lesson material into practice.
- ☐ Invite participants to join the YALI Network if they are not already members and encourage participants to hold their own #YALILearns events.
- ☐ Relax and enjoy the event! You've planned well and the participants will have a great time.

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### 4. Report Back

Congratulations on facilitating a #YALILearns event!

- ☐ Tell us how your event went via the **#YALILearns feedback form** (available at [yali.state.gov/eventreport](http://yali.state.gov/eventreport)).
- ☐ Share your success on the **YALI Network face2face page** ([facebook.com/groups/yalinetwork/](https://facebook.com/groups/yalinetwork/)) to inspire others to lead their own #YALILearns events.
- ☐ Plan your next #YALILearns event!

Want insights from experienced #YALILearns event planners? Check out these great blog posts from YALI Network members who have organized events:

[yali.state.gov/a-step-by-step-planning-guide-on-hosting-a-yalilearns-event/](http://yali.state.gov/a-step-by-step-planning-guide-on-hosting-a-yalilearns-event/)  
[yali.state.gov/6-lessons-i-learned-organizing-a-yali-network-event/](http://yali.state.gov/6-lessons-i-learned-organizing-a-yali-network-event/)